



JOB DESCRIPTION

Program Manager

SUMMARY: The Network seeks an experienced individual to fulfill the role of Program Manager (Manager). The Manager will be responsible for coordinating the implementation of the Navigation and Trauma Informed Care (TIC) Training and Coaching support of the Emergency Child Care Bridge Program for Foster Children (SB89) Programs (Bridge Program) in California, as well as maintaining partnerships with local R&Rs, the California Department of Social Services (CDSS), and others. The Manager will coordinate comprehensive training, technical assistance, and support services for local R&R Bridge Program staff who provide training and support to child care providers and Resource Families, while leading and supervising the Network TIC/Bridge Team of Trainers and Coordinators. They work collaboratively with CDSS to complete and update the scope of work and curricula; plan and implement a supportive infrastructure; ensure Title IV-E alignment. The Manager also supervises the program team; manages appropriate budgets, reporting, and invoicing; and provides program Technical Assistance (TA).

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers through all 69 local child care resource and referral programs throughout California. The Network and its local members inform parents and the general public about available, quality child care and assist child care providers in serving their communities. Since 1980, the Network has provided leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the web site at <http://www.rnnetwork.org>.

POSITION: Program Manager (Full-time /Exempt), Emergency Child Care Bridge Program for Foster Children, including Trauma Informed Care Training and Coaching and Child Care Navigation

CLASSIFICATION: Manager II- E (exempt)

LOCATION: Remote position; Preferred: Sacramento, Los Angeles, or Bay Area

SALARY: \$3,165.80 - 4,283.16 bi-weekly; 40 hours/week (1FTE), Monday-Friday

BENEFITS: Excellent benefits (health & dental insurance; paid vacation & sick leave; monthly personal technology reimbursement; 15 paid holidays per year, including Christmas Day through New Years Day)

REPORTING RELATIONSHIP: This position reports to the Director of Provider Services

APPLICATION DEADLINE: Open until filled.

JOB RESPONSIBILITIES:

The Manager will:

- Establish and maintain statewide partnerships and leadership that supports an effective implementation of a statewide Trauma-Informed Care (TIC) Training, Coaching, and Navigation program.
- Assist local R&R staff & partner agencies to establish and maintain county-wide partnerships that support successful implementation of the Bridge Program, particularly as it relates to TIC and Navigation.
- Provide respectful and responsive guidance, support, and supervision for TIC staff and staff completing related projects, including, but not limited to TIC Training & Coaching Coordinator, TIC Wellness Coordinator, and Navigation Coordinator.
- Plan the annual virtual TIC/Bridge Conference and similar, related events for R&R staff and partner agencies.
- Provide technical assistance on the Emergency Child Care Bridge Program, particularly the Navigation and TIC training and coaching components, coordinate and facilitate communities of practice, round tables, workshops, clinics, and trainings - virtually and in-person, as needed.
- Coordinate an evaluation project and the development of tools to support quality assurance, in partnership with the Network Research Department.
- Develop resources in collaboration with other Network staff, including reports, infographics, videos, training resources, webpages, and newsletters.
- Work closely with the PS Leadership Team and PS Administrative Support Team to coordinate and deliver resources, events, and communicate.
- Participate in regional and statewide professional development partnerships, frequent conference calls, and occasional face-to-face meetings (some statewide travel) with Network and local R&R staff, partners, and stakeholders, and others.
- Document program progress, services provided, and participant data, with in coordination with other Provider Services team members and produce quarterly progress reports and invoices for CDSS and other updates, fact sheets, blog posts, and communicate to R&Rs, Bridge Program staff, and partners.
- Initiate and coordinate Network Bridge team meetings with appropriate staff and partners, as appropriate.
- Other duties, as assigned.

QUALIFICATIONS:

- Demonstrated ability to work independently, set priorities, meet tight deadlines, manage multiple tasks effectively, and work as a collaborative team member and leader
- Knowledge of Child Welfare System services and support (state or local level) and California's Early Learning and Development System, preferred. Formal or informal education that demonstrates an understanding of either or both public systems.

- Knowledge of trauma and its effects on young children, families, and caregivers, as well as an understanding of how to support caring and responsive caregiving for children who are affected by trauma. Knowledge of trauma recovery and evidence-based trauma-responsive models.
- Experience supporting the development of a Trauma-Informed Care ECE Workforce and Families.
- Knowledge and understanding of the unique issues and challenges facing children in foster care and strategies for supporting children, Resource Families, home-based child care providers (licensed and license-exempt), and R&Rs in California.
- Ability to define strategic issues clearly despite ambiguity; when making decision in the context of the mission, vision, and values of the Network and the Emergency Child are Bridge Program for Foster Children.
- Ability to facilitate the exchange of information inter and intra departmentally and integrate department services with agency's strategic direction.
- Strong interpersonal and communication skills; ability to articulate ideas verbally and in writing with a wide variety of audiences as a facilitator or presenter, virtually and in-person.
- Experience providing technical assistance, consultation, training, and support to local R&R staff or others in the early care and education field, preferred.
- Demonstrated program management and direct supervision of departments and employees (three years)
- Experience, and ability to use technology to communicate and carry out job responsibilities
- Demonstrated experience working with adult learners and young children
- Committed to Network values and mission, as well as ongoing professional and personal growth
- Bachelor's degree, required; BA in Child Development or related field
- Ability to travel (approximately 10%) and a Valid California Driver's License
- Multilingual language competence (oral and written fluency), preferred

APPLICATION PROCESS:

Please send a resume and cover letter indicating the position for which you are applying via e-mail to info@rrnetwork.org. Candidates invited to interview will be required to complete a Network Application available here: www.rrnetwork.org/employment.

The California Child Care Resource and Referral Network is an Equal Opportunity Employer. People of color, women, immigrants, youth, LGBTQ, and people with disabilities are encouraged to apply!